

ARTICLES, STATEMENTS, AND  
SALARY SCHEDULES AGREED TO FOR  
JULY 1, 1980 TO JUNE 30, 1983

Between The

HAMILTON TOWNSHIP ADMINISTRATORS' /SUPERVISORS' ASSOCIATION

and the

HAMILTON TOWNSHIP BOARD OF EDUCATION

Adopted by the

Hamilton Township Board of Education

At The Regular Meeting

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## ARTICLE I

PHILOSOPHYA. Professional Recognition

The Hamilton Township Board of Education recognizes that the administrative/supervisory staff is a part of a profession which requires special educational qualifications and that the success of the educational program depends upon maximum utilization of these talents.

B. Support of Board of Education

The administrative/supervisory staff will work professionally and harmoniously with the staff under its supervision to further the cause of good education in this district while upholding Board policies. The administrative/supervisory staff will lend its professional knowledge to the Board in assisting in the development of Board policy; and will furthermore support the final Board policies and act as its representative.

C. Management Team Concept

The Board of Education and the HTASA recognize that the Hamilton Township School District can become more efficient in the administration of its schools through joint participation of all members of the management team, thereby bringing the best education to the children of Hamilton Township.

D. Major Decisions

The Board recognizes that the administrative/supervisory staff is part of the management team working with the Superintendent, Assistant Superintendents, Directors, and members of the Board of Education. As such, members of the administrative/supervisory staff who are directly affected and the Association shall share in the process of making all decisions affecting the administration of the schools. (i.e. new administrative positions, position titles and salary ratios, budget, schedule changes, building program, boundary changes, desegregation plans, school calendar, organizational changes, and transfers, etc.)

E. Meetings

In keeping with the spirit of "Team Management" and the need to maintain communication, the Board of Education, the Superintendent or a committee thereof will meet with the Association Executive Board periodically as requested by either party. The Board and the Association heartily endorses the development of a management "Communication Committee" as a vehicle by which a common understanding can be facilitated. An attempt shall be made first to resolve concerns through normal administrative channels.

RECOGNITIONRECOGNITION OF ADMINISTRATIVE POSITIONS

The Hamilton Township Board of Education will meet with the representatives of the Hamilton Township Administrators'/Supervisors' Association to discuss salaries and fringe benefits for the following administrative and supervisory positions as listed.

Principals  
Vice-Principals  
Coordinators  
Helping Teacher - State and Federal Programs  
Adult School Principal/Coordinator  
Personnel Specialist/Affirmative Action Officer  
Curriculum Assistants  
Administrative Assistants (Secondary)  
Child Study Services Specialist  
Supervisor of Special Education  
Helping Teacher/Building Administrator (Elementary)  
Custodial Supervisor  
Supervisor of Transportation  
Supervisor of Supplies and Equipment  
Purchasing Agent  
Personnel Assistant  
Supervisor of Maintenance  
Data Processing Manager  
Supervisor of Food Services

Upon completion of discussions, the final Agreement will be reduced to writing and ratified by the membership of the parties. Signatures affirm that the Agreement has been ratified by the parties. The Board will adopt same as Board policy. All salaries for the 1980-81 school year will be adjusted retroactively to July 1, 1980. The parties will meet between March 1, 1981 and September 1, 1981 to discuss the salaries and fringes for the third year (1982-83) of this three (3) year Agreement. The parties will also meet after the September 1, 1982 date to begin discussions on a successor Agreement.

In consideration for the granting of all administrators/supervisors to twelve (12) month positions during the 1978-79 school year (summer, 1978), the Board reserves the right to return to 10½-month positions any and all twelve (12) month positions in Article VIII as listed on page 11 which were listed both as a twelve (12) month and 10½-month percentage positions. All employees returned to a 10½-month position will receive the salary and fringe benefits for that 10½-month position.

The Superintendent or his designee reserves the right to temporarily assign any administrative staff member to another assignment during the summer months (e.g. curriculum or screening committees and/or summer school, etc.) The Superintendent or his designee will consult with the administrative staff member and his or her supervisor before making these assignments. All administrative/supervisory positions available in summer positions are to be filled by regular qualified administrators, except when administrative internship experiences are desirable for teachers.

In recognizing the Association as the exclusive representative of the listed administrative/supervisory positions, it follows that the Board grants the Association similar rights granted to other employee groups, the access to public information, use of buildings and school equipment after school hours when they are not being utilized for the school program.

## ARTICLE III

GRIEVANCE PROCEDUREA. DEFINITION

1. A "grievance" is a claim by an employed administrator/supervisor that s/he has suffered a loss or injury as a result of misinterpretation, misapplication, or violation of this Agreement.

B. PROCEDURE

1. A grievance to be considered under this procedure must be initiated by the aggrieved within fourteen (14) calendar days of its occurrence.
2. Failure at any step of the procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved to proceed to the next step.
3. Failure at any step of the procedure to appeal a grievance in writing to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
4. Any administrator/supervisor who decides that s/he has a grievance shall discuss it with his/her immediate superior in an attempt to resolve the matter informally at that level. If, as a result of the discussion, the matter is not resolved to the satisfaction of the aggrieved, then s/he shall, within seven (7) calendar days of such discussion, set forth his/her grievance in writing to his/her immediate superior, specifying:
  - a. The nature of the grievance and date occurred.
  - b. The specific provisions of the Agreement being grieved.
  - c. The results of the previous discussions.
  - d. His/her dissatisfaction with decisions previously rendered.
  - e. Relief sought.
5. The immediate superior shall communicate his/her decision to the aggrieved in writing within seven (7) calendar days of receipt of the written grievance.
6. The aggrieved, no later than seven (7) calendar days after receipt of the immediate superior's decision, may appeal the decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing, reciting the matter submitted to the immediate superior as specified above and the grievant's dissatisfaction with decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a

period not to exceed forty-five (45) calendar days, the Superintendent shall communicate his/her decision in writing to the grievant and the immediate superior.

7. If the aggrieved is dissatisfied with the decision of the Superintendent and review by the Board of Education is desired, the grievant shall file a request for the Board of Education to hear the particular issue. This request must be made no later than fifteen (15) calendar days after receipt of the Superintendent's decision. A copy of this request must simultaneously be submitted by certified mail or received hand delivery to the Superintendent.
8. The Board of Education must schedule a meeting for the grievant to make a presentation and shall communicate its decision on the grievance to the aggrieved, in writing, within sixty (60) calendar days of receipt of the written grievance. Said decision on the grievance by the Board of Education is final.
9. A grievance may not be submitted to the Board of Education which pertains to:
  - a. Any matter for which a method of review is provided for by law or any regulation of the State Board of Education, or the Commissioner of Education, or any matter which according to law is beyond the scope of Board's authority or limited by law to Board authority alone.
  - b. A grievance of an administrator/supervisor which arises by reason of his/her not being reemployed, or appointment to or lack of appointment to, retention in or lack of retention in any position.
  - c. A grievance that impinges upon its right to appoint, promote, assign, and involuntarily transfer any administrator/supervisor.

#### C. GENERAL REGULATIONS

1. All appeals taken past the immediate superior of the aggrieved party must be stated in writing.
2. All time limits stated within this procedure must be strictly adhered to unless an extension is mutually agreed upon in writing by both parties.
3. The aggrieved party and his/her representatives shall have the right to be present at all hearings conducted at every step following the informal step of the grievance procedure.
4. There will be no suspension of a grievance procedure when schools are not in session except by mutual consent of the parties.

5. The aggrieved shall have the right to present the appeal or designate the Association to accompany him/her at any step in the appeal.
6. The Board and the Association shall assure the individual freedom from restraint, interference, coercion, discrimination, or reprisal in presenting his/her appeal with respect to his/her personal grievances.
7. All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate file and shall not be kept in the personal file of any of the participants. However, an accidental filing will be removed immediately and no grievance will be initiated.
8. No meeting or hearing conducted under this procedure shall be public. The only parties in attendance shall be the parties in interest and the designated or selected representatives contemplated in this Article.

## ARTICLE IV

BENEFITS

The administrative and supervisory staff shall be entitled to all rights, privileges, and benefits accorded other professional staff members and some accorded only to this group.

1. MEDICAL BENEFITS

The Board of Education shall pay full coverage for Blue Cross, Blue Shield, Rider J., and Major Medical where the employee chooses the family or individual plan for the duration of this agreement.

NOTE: Comparable HMO Program will apply under medical benefits in lieu of Blue Cross/Blue Shield Programs at the discretion of the insured. THE PARTIES ARE WILLING TO MUTUALLY EXPLORE AN ALTERNATIVE PLAN TO PROVIDE THESE BENEFITS.

2. DENTAL PLAN

Effective January 1, 1981, the Board of Education shall pay the premium for 100% of the employee plus one dependent (two-party plan) cost for a dental program in accordance with the provisions of the district policy. The employee may elect to have these coverages extended to his/her other family members (three-party plan) at no expense to the Board of Education with authorized payroll deductions to cover the premium.

NOTE: Dependents are defined to be the employee's spouse and unmarried dependent children. Dependent children are eligible for coverage from birth until age 19 or, if the covered child is enrolled full-time at an accredited school, college or university, coverage may be extended to the child's 23rd birthday unless otherwise indicated under Benefits and Program Specifications. An unmarried dependent child over the limiting age may continue to be covered if incapable of self-support because of a physical or mental handicap commencing prior to reaching the limiting age, provided a physician's certificate is submitted to NJDSP.

3. SICK LEAVE

All Administrators/Supervisors shall be entitled to twelve (12) sick leave days each school year. Unused sick days shall be accumulated from year to year with no maximum limit.

4. TEMPORARY LEAVES OF ABSENCE

4.4:1 Administrators/Supervisors shall be entitled to the following temporary non-accumulative leaves of absence with full pay each school year. These leaves of absence shall be limited to three (3) days.

4.4:2 PERSONAL REASONS: Payroll provisions, three (3) school days, full pay.

Except for 4.4:2-1 and 4.4:2-2 as listed, one (1) week prior approval of the Superintendent of Schools is required. Moreover, emergency cases could naturally be handled by telephone approval.

4.4:2-1      Illness in immediate family. Immediate family shall be interpreted to mean father, mother, husband, wife, brother, sister, child, and those related by blood or marriage permanently residing within the household of the employee.

4.4:2-2      To attend funeral for other than members of the immediate family. Other than immediate family: specifically, grandparents, uncles, and aunts, or as a designated pall bearer.

4.4:2-3      Marriage within the school year.

4.4:2-4      Court subpoena, except where he/she is a party to suit.

4.4:2-5      Religious holidays, where working would be a direct violation of the individual's religious convictions.

4.4:2-6      Other reasons. (Valid business transactions, college graduations, etc., or extremely personal beyond discussion.) One (1) personal day in 1980-81 and two (2) non-consecutive personal days in 1981-82, the reason extremely personal beyond discussion, shall be granted with no explanation required. Explanation will be required for personal leave if requested immediately before or immediately after a holiday, vacation, or long weekend.

4.4:2-7      Note: A total of three (3) days allowed in any school year for any one of the above reasons, or for any combination of reasons - but only a total of three (3) days will be with full pay. After three (3) days under Personal Reasons, no pay, except for 4.4:2-1 above. Illness in immediate family: seven (7) additional days upon approval of the Superintendent of Schools, full pay, less substitute pay.

4.4:3      Death in immediate family, including immediate in-laws. (Immediate family shall be interpreted to mean father, mother, husband, wife, brother, sister, child, and those related by blood or marriage permanently residing within the household of the employee.) Payroll provisions, five (5) school days, full pay in any school year.

4.4:4      Absences not covered by regulations. Payroll provisions, no allowance - full pay deduction - prior (one (1) week) approval of Superintendent of Schools required for all contractual employees.

4.4:4-1      NOTE: Any emergency or other urgent reason beyond the provisions of the above Personal Leave Policy would necessitate the approval of the Superintendent of Schools and the Board of Education before additional days could be granted. (A court summons, necessitating a staff member to be in court through no fault of his/her own, would be an example of an extra day beyond the three (3) which may be approved for full pay.)

## 5. LEAVE OF ABSENCE

An Administrator/Supervisor may take a leave of absence for a one-year period without pay. All such leave requests must be made (90)ninety days before the leave is to take effect and must be approved by the Superintendent and the Board of Education.

NOTE: The time limits could be waived in emergency cases.

ALL NON-INSTRUCTIONAL ADMINISTRATORS/  
SUPERVISORS CURRENTLY RECEIVING  
A MILEAGE STIPEND WILL CONTINUE  
TO RECEIVE THE STIPEND THROUGH  
JUNE 30, 1980. NON-INSTRUCTIONAL  
ADMINISTRATORS/SUPERVISORS CURRENTLY  
RECEIVING A RATE PER MILE WILL  
BE REIMBURSED AT THE CURRENT  
IRS RATE THROUGH JUNE 30, 1981.

✓  
11/18/80

✓  
11/18/80

## 6. VACATION DAYS

Every instructional administrator/supervisor will be granted all regularly scheduled holidays plus seven (7) administrative leave days to be taken any time during the contract year with appropriate approval. All Administrators/Supervisors will be granted twenty (20) vacation days. Unused vacation days may be carried over for a one-year period with the approval of the Superintendent.

## 7. DUES

The Board of Education shall reimburse all Association members for up to \$125 dues in 1980-81, \$150 dues in 1981-82 and \$175 dues in 1982-83 paid to the professional educational associations of their choice. The selected associations must be approved by the Superintendent or his designee.

## 8. CAR ALLOWANCE

Effective January 1, 1981, all instructional administrators/supervisors with district-wide responsibility, will be granted a monthly stipend of \$50. All other instructional administrators/supervisors will be reimbursed at the current IRS rate per mile for all approved transportation which will be submitted on a voucher for payment.

Note: All non-instructional administrative/supervisors' transportation allowance is subject to review for the 1981-82 school year.

## 9. WASHINGTON NATIONAL

Effective January 1, 1981, the Board shall provide 100% of the cost of a Plan I-Class II 8th Day Coverage Group Disability Insurance Program for all Administrators/Supervisors.

## 10. PRESCRIPTION PLAN

The Board of Education shall provide full coverage for a Blue Cross Prescription Plan with \$1.00 co-pay provision, unmarried children up to age twenty-five and no contraceptives, in accordance with the provisions of the policy. The Administrator/Supervisor may choose either the individual, parent and child, or family plan.

## 11. RETIREMENT

The parties will mutually explore a Deferred Compensation Plan to be effective for the 1981-82 school year. The annual cost of the plan shall not exceed \$58,462.

## ARTICLE V

TRAINING LEVELS RECOGNIZED

It is agreed that the level of training will be a factor in the determination of administrative salaries. The figures agreed to are:

MA + 30 = \$600  
MA + 60 = \$900  
Doctorate = \$1,200

Credit for achieving a higher level of training will be recognized and approved by the Board of Education during the month of July for graduate credits earned prior to June 30 (effective retroactive to July 1), during the month of September, prorated and effective retroactive to September 1 for graduate credits earned prior to September 1 and during the month of January prorated and effective February 1 for graduate credits earned prior to February 1.

Credit for achieving the next higher level of training will be recognized and approved by the Board of Education upon recommendation by the Superintendent of Schools.

## ARTICLE VI

TITLE/SALARY UPGRADE REVIEW

Any administrator/supervisor or group thereof who believes that his/her salary and/or title should be upgraded because they are not in concert with duties and responsibilities performed shall have the right of review.

The procedure for this review shall be:

1. A written proposal and rationale shall be submitted to the Superintendent. The Superintendent will establish a date for a hearing between himself and the petitioner(s) within thirty (30) calendar days.
2. If the petitioner is dissatisfied with the decision of the Superintendent, the petitioner may file a letter outlining all information to the Board of Education. This request must be made no later than thirty (30) calendar days after receipt of the Superintendent's decision. The Board of Education will review the matter and the Superintendent will notify the employee(s) of the Board's decision.
3. Any remuneration awarded by the Board of Education shall be effective retroactive to the date of the written proposal as outlined in "1" above.

## ARTICLE VII

PROMOTION POLICY

A notice of vacancy in all administrative/supervisory positions shall be sent to each administrator/supervisor three (3) weeks before the final date when applications must be submitted. The notice of vacancy shall set forth the title of the position, its major duties, and the salary range. In addition, notices of administrative/supervisory positions will include the date of candidate screening and final interview. It is understood that the Board will not change the qualifications for any position unless said position is readvertised.

A 10½-month administrator/supervisor promoted within the district to a higher rated 10½-month position and given the usual increment and adjustment for the past year's experience will be placed on the first step of the new salary guide that provides an increase in salary.

A 12-month administrator/supervisor promoted within the district to a higher rated 12-month position and given the usual increment and adjustment for the past year's experience will be placed on the first step of the new salary guide that provides an increase in salary.

A 10½-month administrator/supervisor promoted within the district to a higher rated 12-month position and given the usual increment and adjustment for the past year's experience will be first adjusted to a salary guide step that results in a 6% increase for the additional time and then placed on the first step on the new 12-month salary guide that reflects an increase in the adjusted salary.

A 10½-month administrator/supervisor who is extended to 12 months in the same rated position will receive a 6% increase for the additional time.

When serving in an acting position which is rated higher for more than two (2) weeks, the administrator/supervisor will receive the raise and benefits of that position retroactive to the day of official assignment.

Any administrator/supervisor newly appointed to any administrative/supervisory position must have been appointed to the position prior to January 1 for a 12-month position and prior to February 1 for a 10½-month position in order to be granted an increment on a succeeding year's salary schedule. The administrator/supervisor would have to serve in the position through June 30 of the year. However, any administrator/supervisor promoted to a position after midyear, whose first anniversary date is after January 1, 1981, will be granted the prorated portion of the increment as a part of his or her salary one (1) year after said appointment. This prorated amount will be adjusted each year on the anniversary of the appointment until the administrator/supervisor reaches maximum.

## ARTICLE VIII

BASE SALARY INFORMATION

The base salary for the administrators/supervisors' salary guide for the 1980-81 school year is the average of the median and mean of Group IV High School Principal from the 1978-79 school year as reported in the NJEA Research Bulletin for Salaries of Administrators and Supervisors - \$32,583. The base salary for 1979-80 is \$35,629 which will be used as basis for salary guide in 1981-82. The base salary for 1982-83 will be determined when the data is reported in the NJEA Research Bulletin for Salaries of Administrators and Supervisors school year 1980-81. All administrators/supervisors shall be placed on the appropriate step of the guide.

It is established that during this three-year agreement, the concept used to determine the base amount for the 1980-81, 1981-82 and 1982-83 salary schedules will be followed. However, there will be no determination on a salary schedule for the third year (1982-83). This item will be reopened for discussion at a time when the base concept figures become available with full knowledge that the present percentage range of +1 +18% is open for discussion. It is further understood that fringe benefits may also be discussed at this time.

It is agreed that the base (100%) level for the salary proposal be calculated by averaging the mean and median salary of the Group IV High School Principal as published by the New Jersey Education Association in the School Administrators and Supervisors' Salaries Bulletin keeping a two-year differential.

(Example: The 1978-79 base figure is used to determine the 1980-81 salary guide base. The 1979-80 base figure is used to determine the 1981-82 salary guide base.) The base salary, rounded off to the nearest \$100 is used to determine the salary range of the high school principal. The high school principal's salary base is computed on a yearly basis. All other salary ranges for administrative positions are calculated as a percentage of that base.

## ARTICLE IX

POSITION PLACEMENT WITHIN PERCENT SCHEDULE

## Percent of Base

100%	Principals - High School
94%	Principals - Middle School
90%	Coordinator State and Federal Programs Coordinator Special Services
88%	Adult School Principal/Coordinator Vice-Principals - High School Principals - Elementary
86%	Vice-Principals - Middle School
85%	Child Study Services Specialist Helping Teacher/Building Administrator (Elementary)
82%	Personnel Specialist/Affirmative Action Officer Curriculum Assistants Administrative Assistants (Secondary) Supervisor of Special Education Helping Teacher - State and Federal Programs
74%	Supervisor of Maintenance Data Processing Manager Supervisor of Food Services
63%	Personnel Assistant
60%	Purchasing Agent
57%	Custodial Supervisor Supervisor of Transportation Supervisor of Supplies and Equipment

## 1980-81 ADMINISTRATIVE/SUPERVISORY SALARY GUIDE

(+1 + 18%)

For the 1980-81 salary guide, the respective salary ranges for each administrative level will be +1 + 18% of the base salary which is \$32,583.

Example: 1980-81 Salary Guide

Minimums = 101% X Base Salary X % for position

Maximums = 118% X Base Salary X % for position

Base = Average of mean and median salary of the Group 4 High School Principals 1978-79 salary which is \$32,583 at the 100% level.

Range = +1 + 18% of the Base

Increment = Range  $\div$  5

	57%	60%	63%	74%	82%	85%	86%	88%	90%	94%	100%
0	18,760	19,745	20,735	24,355	26,985	27,975	28,305	28,960	29,620	30,935	32,910
1	19,395	20,415	21,435	25,175	27,895	28,920	29,260	29,935	30,620	31,980	34,020
2	20,030	21,085	22,135	25,995	28,805	29,865	30,215	30,910	31,620	33,025	35,130
3	20,665	21,755	22,835	26,815	29,715	30,810	31,170	31,885	32,620	34,070	36,240
4	21,300	22,425	23,535	27,635	30,625	31,755	32,125	32,860	33,620	35,115	37,350
5	21,935	23,095	24,235	28,455	31,535	32,700	33,080	33,835	34,620	36,160	38,460
Range	3,175	3,350	3,500	4,100	4,550	4,725	4,775	4,875	5,000	5,225	5,550
Increment	635	670	700	820	910	945	955	975	1,000	1,045	1,110

This is a Basic Salary Guide which reflects the regular salary placement for an administrator/supervisor recommended for an adjustment and regular increment. The Board of Education reserves the right to withhold any or all increments and/or adjustments for inefficiency or other good cause.

Administrators and Supervisors from outside the Hamilton Township School System will be given credit for a maximum of three (3) years of comparable administrative experience.

There will be a written evaluation completed in accordance with the guidelines as established by the Board of Education/Administrators' Evaluation Committee for all administrators.

(-1 + 16%)

For the 1981-82 salary guide, the respective salary ranges for each administrative level will be  
-1 + 16% of the base salary which is \$35,629.\*

Example: 1981-82 Salary Guide

Minimums = 99% X Base Salary X % for position

Maximums = 116% X Base Salary X % for position

Base = Average of mean and median salary of the Group<sup>4</sup> High School Principals 1979-80 salary  
which is \$35,629 at the 100% level.

Range = -1 + 16% of the Base

Increment = Range ÷ 5

	57%	60%	63%	74%	82%	85%	86%	88%	90%	94%	100%
0	20,120	21,180	22,240	26,125	28,945	30,005	30,360	31,065	31,770	33,185	35,300
1	20,805	21,900	22,995	27,015	29,930	31,025	31,390	32,120	32,850	34,315	36,500
2	21,490	22,620	23,750	27,905	30,915	32,045	32,420	33,175	33,930	35,445	37,700
3	22,175	23,340	24,505	28,795	31,900	33,065	33,450	34,230	35,010	36,575	38,900
4	22,860	24,060	25,260	29,685	32,885	34,085	34,480	35,285	36,090	37,705	40,100
5	23,545	24,780	26,015	30,575	33,870	35,105	35,510	36,340	37,170	38,835	41,300
Range	3,425	3,600	3,775	4,450	4,925	5,100	5,150	5,275	5,400	5,650	6,000
Increment	685	720	755	890	985	1,020	1,030	1,055	1,080	1,130	1,200

This is a Basic Salary Guide which reflects the regular salary placement for an administrator/supervisor recommended for an adjustment and regular increment.

The Board of Education reserves the right to withhold any/or all increments and/or adjustments for inefficiency or other good cause.

Administrators and Supervisors from outside the Hamilton Township School System will be given credit for a maximum of three (3) years of comparable administrative experience.

There will be written evaluation completed in accordance with the guidelines as established by the Board of Education/Administrators' Evaluation Committee for all administrators.

## ARTICLE X

DURATION OF AGREEMENT

All benefits privileges and procedures contained within this agreement shall be in effect for the period of time beginning July 1, 1980 and continuing through June 30, 1983.

In witness whereof, the Association after ratification by its membership has caused this Agreement to be signed by its President and its Secretary and the Board after ratification in public meeting has caused this Agreement to be signed by its President and attested by its Secretary all on the date and year written herewith.

HAMILTON TOWNSHIP ADMINISTRATORS'/SUPERVISORS' ASSOCIATION

BY:

Vincent J. Vaccaro  
Vincent Vaccaro  
President

11/19/80  
Date

ATTEST:

Lois Moreton  
Lois Moreton  
Secretary

HAMILTON TOWNSHIP BOARD OF EDUCATION

BY:

Richard A. Stemhagen  
Richard A. Stemhagen  
President

11/19/80  
Date

ATTEST:

Louis E. Triverio  
Louis E. Triverio  
Assistant Superintendent for Business  
Services/Secretary

OFFICE OF THE SUPERINTENDENT  
HAMILTON TOWNSHIP SCHOOLS

TO: Vincent Vaccaro  
President HTA/SA

FROM: Thomas Fitzpatrick  
Director of Personnel

RE: 1981-82 Revised Salary Schedule  
and Fringe Benefit Sheet

DATE: November 6, 1981

It is agreed that the revised 1981-1982 (+2+19) Salary Schedule and the revised p.9 Fringe Benefit Sheet (#11 Retirement and #12 Longevity) as attached herewith will be considered as an addendum to the July 1, 1980 to June 30, 1983 Agreement between the parties.

The retroactive salary check will be paid in and be considered as a part of the 1981 earnings.

Vincent Vaccaro  
For the Hamilton Township  
Administrators/Supervisors  
Association

11/10/81  
Date

Thomas J. Limino  
For the Hamilton Township  
Board of Education

12-1-81  
Date

Attachments (2)

Revised Benefit Sheet p.9  
1981-82 Revised Salary Schedule (+2+19)

OFFICE OF THE SUPERINTENDENT  
HAMILTON TOWNSHIP SCHOOLS

TO: Vincent Vaccaro  
President HTA/SA

FROM: Thomas Fitzpatrick  
Director of Personnel

RE: 1981-82 Revised Salary Schedule  
and Fringe Benefit Sheet

DATE: November 6, 1981

It is agreed that the revised 1981-1982 (+2+19) Salary Schedule and the revised p.9 Fringe Benefit Sheet (#11 Retirement and #12 Longevity) as attached herewith will be considered as an addendum to the July 1, 1980 to June 30, 1983 Agreement between the parties.

The retroactive salary check will be paid in and be considered as a part of the 1981 earnings.

Vincent J. Vaccaro  
For the Hamilton Township  
Administrators/Supervisors  
Association

11/10/81  
Date

Thomas J. Lemire  
For the Hamilton Township  
Board of Education

12-1-81  
Date

Attachments (2)  
Revised Benefit Sheet p.9  
1981-82 Revised Salary Schedule (+2+19)

## ARTICLE X

DURATION OF AGREEMENT

All benefits privileges and procedures contained within this agreement shall be in effect for the period of time beginning July 1, 1980 and continuing through June 30, 1983.

In witness whereof, the Association after ratification by its membership has caused this Agreement to be signed by its President and its Secretary and the Board after ratification in public meeting has caused this Agreement to be signed by its President and attested by its Secretary all on the date and year written herewith.

HAMILTON TOWNSHIP ADMINISTRATORS'/SUPERVISORS' ASSOCIATION

BY:

Vincent J. Vaccaro  
Vincent Vaccaro  
President

11/19/80  
Date

ATTEST:

Lois Moreton  
Lois Moreton  
Secretary

HAMILTON TOWNSHIP BOARD OF EDUCATION

BY:

Richard A. Stemhagen  
Richard A. Stemhagen  
President

11/19/80  
Date

ATTEST:

Louis E. Triverio  
Louis E. Triverio  
Assistant Superintendent for Business  
Services/Secretary

1981-82 ADMINISTRATIVE/SUPERVISORY SALARY GUIDE (Revised)

For the 1981-82 salary guide, the respective salary ranges for each administrative/supervisory level will be +2 +19% of the base salary which is \$35,629.

Example:	<u>1981-82 Salary Guide</u> $\frac{102\% \times \text{Base Salary}}{102\% + 19\%}$ for position
Minimums =	119% x Base Salary x % for position
Base =	Average of mean and median salary of the Group 4 High School Principals' 1979-80 salary which is \$35,629 at the 100% level.
Range =	+2 =19% of the Base
Increment =	Range ÷ 5

	52%	57%	60%	63%	74%	82%	85%	86%	88%	90%	94%	100%
0	18,900	20,720	21,810	22,900	26,900	29,805	30,900	31,265	31,990	32,715	34,170	36,350
1	19,530	22,535	23,660	27,795	30,800	31,930	32,305	33,055	33,805	35,310	37,560	
2	20,160	23,260	24,420	28,690	31,795	32,960	33,345	34,120	34,895	36,450	38,770	
3	20,790	23,985	25,180	29,585	32,790	33,990	34,385	35,185	35,985	37,590	39,980	
4	21,420	23,480	24,710	25,940	30,480	33,785	35,020	35,425	36,250	37,075	38,730	41,190
5	22,050	24,170	25,435	26,700	31,375	34,780	36,050	36,465	37,315	38,165	39,870	42,400
Range 3,150 Inc.	3,450 670	3,625 725	3,800 760	4,475 895	4,975 995	5,150 1,030	5,200 1,040	5,325 1,065	5,450 1,090	5,700 1,140	6,050 1,210	

This is a Basic Salary Guide which reflects the regular salary placement for an administrator/supervisor recommended for an adjustment and regular increment.

The Board of Education reserves the right to withhold any/or all increments and/or adjustments for inefficiency or other good cause.

Administrators and Supervisors from outside the Hamilton Township School System will be given credit for a maximum of three (3) years of comparable administrative experience.

There will be written evaluations completed in accordance with the guidelines as established by the Board of Education/Administrators' Evaluation Committee for all administrators.

## VACATION DAYS

Revised 9.

Every instructional administrator/supervisor will be granted all regularly scheduled holidays plus seven (7) administrative leave days to be taken any time during the contract year with appropriate approval. All Administrators/Supervisors will be granted twenty (20) vacation days. Unused vacation days may be carried over for a one-year period with the approval of the Superintendent.

## 7. DUES

The Board of Education shall reimburse all Association members for up to \$125 dues in 1980-81, \$150 dues in 1981-82 and \$175 dues in 1982-83 paid to the professional educational associations of their choice. The selected associations must be approved by the Superintendent or his designee.

## 8. CAR ALLOWANCE

Effective January 1, 1981, all instructional administrators/supervisors with district-wide responsibility, will be granted a monthly stipend of \$50. All other instructional administrators/supervisors will be reimbursed at the current IRS rate per mile for all approved transportation which will be submitted on a voucher for payment.

Note: All non-instructional administrator/supervisors' transportation allowance is subject to review for the 1981-82 school year.

## 9. WASHINGTON NATIONAL

Effective January 1, 1981, the Board shall provide 100% of the cost of a Plan I-Class II 8th Day Coverage Group Disability Insurance Program for all Administrators/Supervisors.

## 10. PRESCRIPTION PLAN

The Board of Education shall provide full coverage for a Blue Cross Prescription Plan with \$1.00 co-pay provision, unmarried children up to age twenty-five and no contraceptives, in accordance with the provisions of the policy. The Administrator/Supervisor may choose either the individual, parent and child, or family plan.

## 11. RETIREMENT

Any administrator/supervisor retiring on or after July 1, 1982 with 20 or more years of service in the Hamilton Township school district upon retirement in accordance with the TPAF or PERS regulations shall receive \$30 per day with a \$500 maximum for one (1) out of every five (5) unused accumulated sick days that were earned in Hamilton Township. Requests for payment from retiring administrator/supervisor must be made on the proper form by November 1 of their last year of employment in order to insure entitlement.

## 12. LONGEVITY

Effective for the 1981-82 school year all administrators/supervisors who have completed the listed number of years\* in Hamilton Township shall receive the additional cumulative amounts per year as listed below:

20 years - \$150

25 years - \$150

These cumulative amounts will increase to the following amounts in the 1982-83 school year:

20 years - \$200  
25 years - \$200

30 years - \$200  
35 years - \$200

40 years - \$200

\*(by June 30 of the preceeding year)